



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

March 21, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-49

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: New Hire Reporting and Multi-State Employers

OSUP will start transmitting new hire data to La. Dept. of Social Services electronically effective April 6, 2001. Multi-state employers will no longer have to submit copies of W-4s to the designated out-of-state depositories. Louisiana has been designated as the recipient for multi-state employers.

Agencies who previously submitted new hire information must stop effective March 19, 2001. The information will be reported using the single-state method.

The National Directory of New Hires will maintain a list of the multi-state employers who have elected to use single-state notification. The designated reporting locations of these employers will be made available to all states.

If agencies affected by the multi-state employer rules require additional information, please contact a member of the Benefits Administration Unit at (225):

Paula Rotolo	342-5357	Ralph Noland	342-5377
Penny Jones	342-5354	Christi Sanchez	342-5345

RSM:DWD/kmb